CISA 3358:002, Management Information Systems, Fall 2018, CRN: 10109
Department of Computing and Software Security, College of Business

Course Syllabus

Make sure there are no spelling and grammatical errors. Read Syllabus several times before printing and submission.
Course Name in heading must match catalog name exactly. Keep the order of the sections the same as this guide.

Class Meeting Time and Place: T R 12:30 - 1:45 PM, Portable B, Room 1A Must Match Jagwire
Class Duration: 01/16-05/12 Must Match semester duration dates in Jagwire
Instructor: Dr. First Name Last Name, Put instructor full name
Office: CAB 439 M Update if office has moved
Tel: 210-784-2329 Full correct contact information is mandatory
E-Mail: Fname.Lastname@tamusa.edu Avoid using personal email/gmail.
Student emails will receive a reply within two business days.
Required to have a response time for student communications

Course Website: https://tamusa.blackboard.com/
You may choose to use blackboard messaging for all communications with students. It will help prevent email mixups
Office Hours: T R 11:30 pm - 12:00 pm Portable B, 1A
M 8:00 am - 11:00 am, 11:30 – 3:30 pm, CAB 439M and by appointment.
Required for full time faculty to have at least 8 hours of office hours per week. Part-time faculty are required to have timely communications with students and are encouraged to be available to students on campus as needed.

Catalog Course Description: Must match catalog description exactly. A comprehensive study of the use of information technology as an organizational resource, including the implementation of disciplined processes and management development to effectively exploit the power of modern information technology. This course is specifically designed for non-computer information systems majors.
Prerequisite: CSCI 1336 and CSCI 1136.

Course Objectives: You may add a brief description of what you as an instructor will do to meet the course catalog description.
Students will learn about information system concepts, hardware and software systems components, basics of systems operation, and the ethical use of information systems. Students will gain a greater understanding of information systems.

Prerequisites: This part is mandatory. Write None if course has no prerequisites CSCI 1336 and CSCI 1136. Students who do not meet the pre-requisites must contact the instructor immediately.

Student Learning Outcomes: This part is mandatory. Change the text based on discussion with Department Head. Must be consistent across all sections of the same course. You should have some mechanism of assessing these outcomes through exams, assignments, quizzes, and projects. While it is not necessary to assess every outcome, the main outcomes must be assessed.
After successful completion of this course, students will be able to:
1. Explain the concepts and principles of information systems technology and information technology management in the business environment
2. Apply the concepts and principles of information systems technology and information
3. Identify contemporary issues faced by information technology managers
4. Identify business information system problems and opportunities and recommend appropriate courses of action
5. Use business application software including Excel, Access, MS Project, Visio and ERP.

AACSB Assessment: Do not change the wording of this section
The College of Business is in the process of applying for AACSB accreditation. As part of that process, students will be assessed on program level outcomes based on course outcomes from various courses. The materials from this course may be used for assessing such program level outcomes, and hence students must follow the necessary rigor to ensure mastery and retention of the above course outcomes.

Required Materials: This section is mandatory. Change contents based on your course
- **Calculator:** Optional subsection A Financial calculator (preferably TI BAII Plus).
- **Blackboard:** Connect to http://tamusa.blackboard.com. You will have lecture notes, solutions to problems, multimedia materials and other supplementary materials in Blackboard. Optional, if you are using Blackboard messaging. All class communications will be through Blackboard and students should monitor this several times a day.
- **SAM:** Optional subsection In addition to the assignments in Blackboard, you will complete exams and assignments in an online homework management system called SAM. Instructions on how to obtain online access and a link to the website will be provided as a separate handout.
- **Software:** Optional subsection You will be required to use Microsoft Visio, Microsoft Access and Microsoft Project. These products are available in the computer labs on campus. You will also be able to download the installation software from the Microsoft software center. You will receive your login name and password at your Jaguar email address. Additional software tools will be required, for example, Microsoft Dynamics, Microsoft BI, Microsoft Project, Microsoft Visio, the JAVA SE Runtime Environment, Acrobat Reader, Flash Player and Windows Media Player. Instructions and website links or additional software will be available online.
- **Computer Hardware:** In order to participate in the tutoring sessions you will need a computer with an internet connection, a microphone and speakers/headphones.
- **Aplia:** Optional Subsection for quizzes. Online quizzes will be administered through Aplia. PLEASE REGISTER IN APLIA ASAP. To register in Aplia, connect to http://login.cengagebrain.com/. If you already have an account, sign in. From your Dashboard, enter your course key (1XYZ-A2BC-DEFG) (get appropriate code for your course) in the box provided, and click the Register button. If you don't have an account, click the Create a New Account button, and enter your course key when prompted and continue to follow the on-screen instructions.
- **Time:** Ensure to set up expectation of time for this course. Change based on your course needs. You are expected to spend 4-8 hours per week for the course. Based on the background, some student may require more time. Time spent may be longer when assignment/exams are due.

Other Recommended / Reading Materials: Additional reading materials are available on the course website as recommended by the instructor. Optional text example: I recommend you to watch Bloomberg TV. I also encourage you to read Wall Street Journal, The Economist, Business Week and other business publications.

Course Requirements every student must fulfill in order to succeed in course:
1. Students should check the Course Calendar, Announcements, and Messages (e-mail) systems in Blackboard on a regular basis.
2. Students should keep current with all course assignments, quizzes, and examinations.
3. If the course uses remote proctoring for exams, students must schedule their exam early in the semester.
4. Students should ask questions and communicate with the instructor either in class, online, off-line or during office hours.
5. For all classwork, exams, quizzes etc., if a student is completing it off-campus, then they are responsible for availability of internet connectivity. Extensions will not be granted for lack of availability of internet connections.
6. Students should remember that hybrid and Hyflex courses assume greater responsibility and independent learning skills by the student for their own learning outcomes.
7. For Hyflex courses, students should keep current on class recordings, if not attending the live class (either in person or online).
8. For Hyflex courses, students are not required to come to class, even for proctored examinations.
   a. The instructor can require students to physically sit for an examination in a proctored environment at the facilities of university testing services – setup of exam is responsibility of the student.
   b. The instructor can require students to take examinations using proctoring software as indicated in the Proctored Exams section.
   c. The instructor decides which type of examination works best for the class and the student must comply with their instructions – as long as they are not required to take an in-class examination, or are required to take the examination at one specific time that applies to all students. In other words, the instructor will offer the student some flexibility on test location and the time to sit for the examination. Instructors should allow 72 hours for students to complete any examination.
For hybrid or Hyflex course, add a few statements addressing these requirements. Instructors must read the College of Business Hyflex course Handbook and consult with the Department Head on any issues of compliance.

Grading Policy: Must provide grading rubric and grade Scale. Modify based on your course. The final course grade will be based on your performance on the quizzes, exams, assignments and class participation using the following weights:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>2%</td>
</tr>
<tr>
<td>Assignments</td>
<td>38%</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam (as per University Schedule)</td>
<td>20%</td>
</tr>
<tr>
<td>Research Papers (three)</td>
<td>25%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

The final letter grades will be assigned as follows: Above 90% ⇒ A; 80 – 89% ⇒ B; 70 – 79% ⇒ C; 60 – 69% ⇒ D; Below 60% ⇒ F.
This course has a requirement of a grade of C as a minimal grade for satisfactory completion of this course. Add this statement if the course has such a requirement. Please check current course catalog/Dept head.

Examinations and Quizzes: Modify this section based on your course. Brief description of exams / quizzes and how you will conduct them is necessary. You may indicate which outcomes will be assessed for each exam. Please note final exam must be held as per university schedule. There will be a mandatory mid-term exam and a mandatory final exam (as per university schedule). Being absent for an exam will result in a grade of zero for that exam and may result in a fail grade in the course. There will be quiz during class in most classes. Students not present at the time a quiz is given will be marked absent and get a grade of zero. The exams/quizzes will consist of conceptual multiple-choice questions, problem solving questions, and short essay questions. The exam/quiz materials will come from lecture notes, the text, and class discussions. Questions will emphasize understanding and applications of concepts and topics covered in class.
**Proctored Exams:** In order to ensure course integrity, students enrolled in this course may use a Remote test-Proctoring software for the administration of exams, if allowed and is set up by the instructor.

The College of Business has partnered with ProctorU for the Remote test-Proctoring service. It is completely free for students to use; there is no additional fee to students for using this service. Students are required to make their own appointment to take exams within the timeframe established by your professor. If you make an appointment for an exam and fail to appear, subsequent testing attempts for that exam will incur a fee to the student of about $30 (prices are dependent on the length of the exam). Information about required computer equipment needed for this service can be found on the ProctorU website. At a minimum, students need a computer, webcam, a microphone, and an internet connection with at least 3 MPS upload and download speed. Information and FAQs about how to register and take your exam with ProctorU is available on their website at ProctorU.com. You can also test your computer systems readiness that site.

**Assignments/ Research papers:** Modify based on your course. Brief description of exams / quizzes and how you will conduct them is necessary. You may indicate which outcomes will be assessed for each assignment. There will be several assignments and Projects (three) during the course. Individual assignment statements and due dates will be posted through Blackboard. For all assignment and quiz problems, ALL intermediate work of the problem solution steps MUST be shown. This includes the use of the formula, the values substituted in the formulas for problem solution, as well the intermediate steps of the arithmetic computation. The units of measurement are extremely important and MUST be shown at each stage of the computation. Considerable points will be taken off for not following these requirements.

**Online individual / Group Activities:** If applicable, write statement of requirements here, and how / when they will be evaluated.

**Make up and Late Assignment/exam/quiz policy:** Mandatory. Clear statement of conditions under which student may make-up a missed exam without a late penalty, or receive an extension on an assignment. State clearly how students can make up missed work due to unavoidable circumstances such as family emergencies, health emergencies, etc. As a general rule, make-ups or late submissions will NOT be offered or accepted for any missed assignments/exams/quizzes. Late submissions or make-ups may be accepted/administered only in extra-ordinary circumstances such as an excused official university activity, a severe illness, or a dire emergency. However, you must provide comprehensive documentation either before or within a few days of the missed assignment/quiz/exam.

**Class conduct and civility code:** Modify based on your course. Brief description of expected class conduct. May link to Student Handbook or Student Code of Conduct policies. Everyone in class is expected to follow all rules in the student handbook, as well as common courtesy during classroom lectures and discussions in class and online, including the following:
1. Attendance may be taken at the beginning or the end of the class.
2. It is the students’ responsibility to obtain and be able to use the required materials and software for this class.
3. Student must retain copies of all assignments and graded work for verification purposes and provide it to the instructor, if necessary. Keep own copies of all computer files and e-mails till final grade is received.
4. Talking while the instructor is lecturing is extremely disruptive and discourteous to the instructor and other students.
5. Using computers or phones (except for a valid urgent need) during class for a purpose not related to class is disruptive. All cell phones and gadgets should be turned OFF and headphones removed.

6. For any questions about the exams and assignments, a student should contact the instructor, well in advance of the day they are due, so the instructor may have enough time to provide feedback.

7. All communications will be via e-mail communications to the Texas A&M University e-mail account, and students are expected to use their school provided email account. The instructor will reply to a student e-mail messages and voice messages within 24 hours during week days (Monday-Friday).

8. All assignment submissions must be uploaded to Blackboard by the due date and time. Submission window may close or marked late, even if late by one second.

Anyone violating these policies may be subject to disciplinary actions.

Class attendance and Participation: Modify based on your course. Brief description of expected class attendance. Instructors are recommended to add appropriate text. Make sure to specify different expectations for face-to-face, hybrid and Hyflex courses. A vital part of every student's education is regular attendance of class meetings. Any absences tend to lower the quality of a student's work, and frequent or persistent absences may result in a failing grade. Students are responsible for the materials covered in class. The course covers a lot of material and most students find at least some parts of it difficult. Class participation is highly encouraged as it makes the class more interesting and enhances the learning experience. Students are strongly encouraged to ask questions, participate in class discussions and problem solving, and visit/contact the instructor during office hours in case of questions or concerns. Good attendance and participation will be rewarded when final grades are assigned.

The course is intensive and challenging and you are expected to master the materials presented in class. The structure of the class makes your individual study and preparation outside of class extremely important, and may vary considerably based on student background. However, a minimum of two hours of work outside the class is expected for every one hour of class period per week. Reading the assigned chapter(s) and having some familiarity with them before class will be very useful for understanding lectures.

Fall 2018 CISA 3358:002 Class Schedule
This section is mandatory. Plan your course for the semester and provide some level of detail schedule. A detailed weekly calendar that states clearly classroom activities and topics covered, as well as due dates for readings, out of class assignments, and tests/exams. Students will plan their personal/work commitments based on this schedule so be as specific as you can and then adhere to it.

The provisions and information set forth in the schedule below are intended to be informational and not contractual in nature. The instructor reserves the right to amend, alter, change, delete or modify the provisions of the schedule.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Chapter and Topic</th>
<th>Due Monday 11:59 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug 23 – Aug 29</td>
<td>Syllabus, Chapter #, Chapter Title, topics covered.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Aug 30 – Sep 05</td>
<td>Chapter #, Chapter Title, topics covered.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Sep 06 – Sep 12</td>
<td>Chapter #, Chapter Title, topics covered.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Sep 13 – Sep 19</td>
<td>Chapter #, Chapter Title, topics covered.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sep 20 – Sep 26</td>
<td>Chapter #, Chapter Title, topics covered.</td>
<td>Paper 1</td>
</tr>
<tr>
<td>6</td>
<td>Sep 27 – Oct 3</td>
<td>Chapter #, Chapter Title, topics covered.</td>
<td>Paper 2</td>
</tr>
<tr>
<td>7</td>
<td>Oct 4 – Oct 10</td>
<td>Chapter #, Chapter Title, topics covered.</td>
<td>Assignment 2</td>
</tr>
<tr>
<td>8</td>
<td>Oct 11 – Oct 17</td>
<td>Chapter #, Chapter Title, topics covered.</td>
<td>Mid-term Exam</td>
</tr>
</tbody>
</table>
The text in the following sections should not be changed unless you have a stricter guideline.

**Drop Policy**
You may drop the course with an automatic grade of W on or before the date listed in the academic calendar at www.tamus.edu. The last date to drop a course, or withdraw from the University is also indicated in the academic calendar on the university website (www.tamus.edu). If you wish to drop the class, you must submit the necessary paperwork to the proper authority. Students dropping a course are subject to all conditions listed in the university catalog.

**Financial Aid and Verification of Attendance**
According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which includes class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving Federal financial aid who does not attend the first week of class will have his/her aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of his/her federal aid.

**Jaguar Writing Center**
The Jaguar Writing Center provides writing assistance to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Students can make individual or group appointments with a writing tutor. The Writing Center can be contacted by email at: Student.Success@tamusa.edu or by phone at (210) 784-1307, or by visiting its web page from www.tamus.edu.

**Jaguar Tutoring Center**
The Tutoring Center at Texas A&M University–San Antonio provides academic assistance to students in TAMU-SA’s schools of Business, Education, and Arts and Sciences. Literacy tutors help students develop reading skills, prepare oral presentations, and plan, draft, and revise their papers. Business tutors provide individual assistance in statistics, accounting, and math. The goal of TAMU-SA tutors is to empower students to succeed academically. The tutoring center can be contacted by email at: Tutoring@tamusa.edu or by phone at: (210) 784-1332, or by visiting its web page from www.tamus.edu.

**University Email Policy and Course Communications**
All correspondence between professors and students must occur via University email accounts. You must have Jaguar email account ready and working. If it is not working, contact the help desk at 210-784-4357.

The Six-Drop Rule
Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student’s GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as “F” grades and will impact the student’s GPA.

Students with Disabilities
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability. If you believe you have a disability that may require accommodations, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is dsupport@tamusa.edu.

Academic Misconduct Policy
Students at Texas A&M University-San Antonio are expected to adhere to the highest standards of academic honesty and integrity. Academic misconduct for which a student is subject to penalty includes cheating, plagiarism, fabrication, multiple submissions, misrepresentation of academic records, facilitating academic dishonesty, unfair advantage, violating known safety requirements and ethical misconduct. Students are expected to do their own course work. Simple cases of first offense cheating or plagiarism by an individual student may be handled by the instructor after consultation with the department chair. The student is usually confronted with the evidence in private and advised of the penalty to be assessed. The evidence will be retained for at least one full year. For more serious cases, such as those involving repeated offenses, conspiracy with other students or the theft and selling of examination questions, a report should be made by the instructor via the department chair and college dean to the Office of Student Rights and Responsibilities. Academic dishonesty is a violation of the Student Code of Conduct; therefore, the instructor SHALL report any form of academic dishonesty to the Office of Student Rights and Responsibilities. Both parties (provider and copier) will be held responsible for the misconduct. Please review the Student Handbook for a complete description of the process. Penalties for academic dishonesty may range from a grade of F on the particular paper or in the course to expulsion from the University.

Considering the potential consequences of academic misconduct, it is obviously in students’ best interests to avoid even the appearance of such behavior. If a student is unclear whether a specific act might constitute academic misconduct, please she/he should contact the instructor for an assessment of the situation.

All student term papers and other written assignments are subject to analysis by anti-plagiarism software. Posting of any class work or discussion on publicly accessible forums or on social media is not permissible.
Key Dates For Fall 2018 Semester

University policies compiled by Academic Affairs office. **Must** be included in the syllabus from tamusa website. **Change based on semester Modify if you are teaching a 5 week or 8 week class.**

The complete academic calendar is available online:
http://www.tamusa.edu/provost/academicresources/FallSpringSummerCalendars/fall.html

Aug 21        Drop for non-payment for students registered to Aug 3rd and later
Aug 22        Last Day for students to withdraw to receive 100% tuition
Aug 23        Classes Begin
Aug 31        Last day to register for Fall 2018 16-week Session
Sep 3         Labor Day Holiday, A&M-SA closed
Sep 10        Census Date. Also Last date to apply for Fall 2018 graduation
Sep 11        Students dropped for Non-Payment will be assessed a Reinstatement Fee
Oct 26        Last day to drop with an automatic "W"
Oct 29        Title IV 60% of semester (Financial Aid)
Nov 21-25     Thanksgiving Break - No Classes
Dec 5         Last day to drop a course or withdraw from the University
Dec 8         Last day of Scheduled Classes
Dec 10-15     Final Examinations - See your college catalog for schedule
Dec 15        End of Fall 2018 Semester
Dec 18        All grades for Fall 2018 16-week session due by Noon via JagWire
Dec 18        Fall 2018 Commencement
Dec 21-Jan1    Winter Break, A&M-SA Closed